

**Faxed to:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Time:**\_\_\_\_\_

## RESOURCE ORDER ON HOLD

In order to provide expedient and accurate service, the Cache will need additional information before it can process the order shown below.

Incident Name:	Incident Number:
Request Number(s):	

<u>Need item(s) listed below:</u> <input type="checkbox"/> Incident Name (Block 2) <input type="checkbox"/> Incident Number (Block 3) <input type="checkbox"/> Agency Charge Code (Block 4) <input type="checkbox"/> P Number (USFS) (Block 4) <input type="checkbox"/> BLM Charge Code (Block 4) <input type="checkbox"/> BIA Charge Code (Block 4) <input type="checkbox"/> Jurisdiction/Agency (Block 9) <input type="checkbox"/> Ordering Office (Block 10) <input type="checkbox"/> Latitude & Longitude (Block 11)	<u>Block 12-Need Information/Clarification on following:</u> <input type="checkbox"/> Request Number(s) (S#) <input type="checkbox"/> Duplicate Request Numbers on:_____ <input type="checkbox"/> Quantity on:_____ <input type="checkbox"/> Unit of Issue on:_____ <input type="checkbox"/> Resource Requested on:_____ <input type="checkbox"/> NFES Numbers on:_____ <input type="checkbox"/> Date & Time Needed <input type="checkbox"/> Deliver To
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## ADDITIONAL REQUIRED INFORMATION

<input type="checkbox"/> Clarification on Resource Requested on:
<input type="checkbox"/> Clarification on Unit of Issue on:
<input type="checkbox"/> Date and Time Needed is Unreasonable, please provide a reasonable date and time needed
<input type="checkbox"/> Deliver To is Unclear, please provide more instructions and preferably a map.
<input type="checkbox"/> Other Reason(s):

## SUBSTITUTIONS-PARTIAL FILL-UNABLE TO FILL

<input type="checkbox"/> The following should be purchased through local procurement, GSA, etc:
<input type="checkbox"/> Can only Partially Fill item(s):
<input type="checkbox"/> Would like OK to provide substitution for item(s):
<input type="checkbox"/> Don't Carry item(s):

## REMARKS

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As soon as the above information is provided to MT-BFK, your order will be processed. If you have any questions, please call MT-BFK at (406) 896-2870

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